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To: [All of Court Administrators \(EOIR\)](#)
Cc: [Bartolomei, Jr. Rico \(EOIR\)](#); [Cheng, Mary \(EOIR\)](#); [Daugherty, Daniel J. \(EOIR\)](#); [Dillow, Eric \(EOIR\)](#); [Doolittle, John \(EOIR\)](#); [Feldman, Irene \(EOIR\)](#); [Grim, James \(EOIR\)](#); [Hoogasian, Amy C. \(EOIR\)](#); [Johnson-Papillo, Carrie C. \(EOIR\)](#); [Jones, David M. \(EOIR\)](#); [Kaufman, Matthew W. \(EOIR\)](#); [Keller, Mary Beth \(EOIR\)](#); [Lampley-Fortson, Joy \(EOIR\)](#); [Laurent, Scott \(EOIR\)](#); [Lee-Sullivan, Marcia L. \(EOIR\)](#); [Luis, Lisa \(EOIR\)](#); [Manna, Karen \(EOIR\)](#); [Mart, H. Kevin \(EOIR\)](#); [Martin, Clay N. \(EOIR\)](#); [McCarthy III, James F. \(EOIR\)](#); [McNulty, Sheila \(EOIR\)](#); [Montante, Philip \(EOIR\)](#); [Ortiz-Ang, Susana \(EOIR\)](#); [Owen, Sirce E. \(EOIR\)](#); [Paul, Nancy J. \(EOIR\)](#); [Perron, Raymond \(EOIR\)](#); [Roldan, Martin \(EOIR\)](#); [Rooyani, Rodin \(EOIR\)](#); [Rosen, Scott \(EOIR\)](#); [Sanchez, Jose A. \(EOIR\)](#); [Santoro, Christopher A \(EOIR\)](#); [Scala, Theresa M. \(EOIR\)](#); [Sukkar, Elisa \(EOIR\)](#); [Weil, Jack \(EOIR\)](#); [Weiss, Daniel H \(EOIR\)](#); [Wiggs, Nicole \(EOIR\)](#); [Wood, Ryan R. \(EOIR\)](#)
Subject: FW: NTA acceptance guidelines.docx
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Attachments: [NTA acceptance guidelines.docx](#)
[OOD PM 19-08.pdf](#)

Court Administrators,

Per the guidance you received regarding the acceptance/rejection of Notices to Appear: [OOD PM 19-08](#) and the [NTA Acceptance guidelines \(attached\)](#), if a case has been interactively scheduled and the hearing date has passed when received at your court or was otherwise defective, you should close the CASE in the system with Failure to Prosecute and reject the NTA. This will require the Department of Homeland Security to issue a new charging document with another date (and hearing time.) In order to issue a new date and time of hearing after the court rejection, it is necessary for the Department of Homeland Security to issue a new NTA. Do not reject the second Notice to Appear (with a new Charging Document Date and date of hearing) unless it also does not conform to the requirements guidance. The issuance of a new charging document replaces the process in the past of re-calendering where a case was completed as Failure to [Prosecute](#).

Cc: [CIJ/ACIJ/OCIJ Senior Staff](#)